

2018 REGULAR SESSION OF THE COUNCIL
Secretariat Master Critical Path (as of 10 April 2018)

TARGET DATE	ACTION REQUIRED	BY WHOM
10 April	Discuss approach for public financial assistance and develop list of others to receive financial support (speakers, exhibitors, YIC finalists)	Nathalie/Marcela /Megan/
10-11 April	Draft updated Council invitation and call for registration (with financial assistance) including details on the JPAC theme	Megan/Marcela/ Nathalie
11-12 April	Draft targeted invitation letters to stakeholders from ED	Megan
11 April	Inform Secretariat staff attending 2018 Council Session (save the dates)	Nathalie
11 April	Initiate production of Secretariat supporting material (Council resolution, mid-term performance report)	Nathalie
13 April	Distribute internally Council registration forms for review (including with financial assistance)	Liliana
Week of 16 April	Preparation of exhibit layout	Megan
16 April	YIC Panel of experts selects 9 semifinalist ideas (3 per country) identified for refinement	Megan
18 April	Send notification to the GSC regarding 9 semifinalists	Megan
18 April	Budget estimates for Council and JPAC meetings updated	Liliana
23 April	Distribute to Parties updated Council invitation and call for registration for clearance	Nathalie
25 April	Alt Reps agree on Council agenda outline	US/CA/MX
26 April	GSC discussion on Council communications plan including exhibit proposal and accomplishments video proposal	US/CA/MX
Week of 30 April	Send registration forms and hotel reservations procedure (For Skirvin and Renaissance) to delegations	Nathalie
Week of 30 April	Distribute personalized invitations to regional and international contacts	Megan
Week of 30 April	Circulate final list of Secretariat staff attending Council Session and authorize TAs	Nathalie
Week of 30 April	Initiate production of additional exhibit material	Megan
Week of 30 April	First trilateral call on JPAC and Council Session with Party Communications points of contact	Megan
Week of 30 April	Confirm participation with exhibitors	Megan/Karen
1 May	Release Council invitation to the public and post registration form on CEC website (includes the preliminary program of public events)	Megan
3 May	Prepare and distribute first draft annotated Council agenda (based on outline agreed upon by Alt Reps)	Nathalie

3 May	Provide updated budget estimate for Council Session costs (Council and JPAC budgets)	Liliana
7 May	Deadline for YIC full proposals to be posted to the ideation platform	Marie-Claude
8 May	Prepare and distribute draft General Program (including JPAC program)	Nathalie/Marcela
9 May	Initiate production of accomplishments video	Marie-Claude
10 May	Transmit 9 YIC semifinalist ideas to Parties	Nathalie/Marie-Claude
18 May	Deadline for public pre-registration and request for financial assistance	-----
21 May	Prepare list of financial assistance applicants for JPAC	Liliana
22 May	Selection of top 3 ideas (YIC finalists) and winner	US/CA/MX
23 May	TAs are prepared for YIC finalists (3 pax)	Nathalie
23 May	Begin planning travel to OKC for YIC finalists	Liliana
23 May	JPAC selects recipients of financial assistance	Marcela
23 May	Provide a confirmation to recipients of financial assistance and initiate travel arrangements	Liliana
23 May	Send reminder to Parties re: cut-off date to make hotel reservations	Nathalie
28 May	Deadline for Council Liaison Officer to receive all supporting documents/presentations for the Council Session	SEC/US/CA/MX
29 May	Send all supporting documents to translation	Nathalie
29 May	Send rooming list to Renaissance hotel for Secretariat staff, JPAC, and recipients of financial assistance	Liliana
30 May	Cut-off date for hotel reservations for delegates and public	SEC/JPAC/US/CA/MX
Week of 4 June	News release promoting webcast	Marie-Claude
5 June	Hold orientation session with Secretariat staff attending 2018 Council Session	Nathalie/Marcela/Liliana/Marie-Claude
5 June	Prepare provisional list of participants	Liliana
6 June	Distribute all supporting documents (draft agenda, presentations, draft Council resolution, provisional list of participants, accomplishments video) to the Parties via e-mail and post on SharePoint	Nathalie
6 June	Distribute supporting material for JPAC Session 18-01	Marcela
14 June	Finalize distribution of all session documents to the Parties in all three languages including updated list of participants	Nathalie
18 June	Shipping of material (by Fedex) to Oklahoma City	Marie-Claude/Liliana
Week of 18 June	Distribute reminder to register	Marie-Claude
18 June	Finalize production of accomplishment video	Marie-Claude

21 June	Closing registration	Liliana
23 June	Departure for OKC: Liliana, Monica, Cezar, Mireille	----
24 June	Departure for OKC: Marie-Claude, Marilou	-----
24-25 June	Meeting and delegations rooms set up in Oklahoma City	Liliana
25 June	Departure for OKC: César, Nathalie, Marcela, Dominique, Catherine,	----
25 June	Council exhibition set-up	Marie-Claude
26 June	JPAC Regular Session 18-01	JPAC
27 June	Council Session 2018	SEC/US/CA/MX